

***Out-of-District Placement Grant Funds
for Children with Disabilities***

Procedures and Instructions

Fiscal Year 2019-2020

Contact for additional information and questions:

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Procedures and Instructions for Out-of-District Placement Funds

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Procedures for Requesting Out-of-District Placement Grant Funds

Set-aside funds are established for special allocations prior to the determination of per pupil allotments. The Out-of-District Placement Grant Funds Program is **to assist** local education agencies in funding the excess cost of the placement of a student with disabilities in a program not operated by the local education agency. These placements may be public, private, residential, in-state or out-of-state. Payment is not guaranteed and is made when funds are available.

All applications must be submitted via the on-line application. The link for the application is located on the EC Division webpage under the Finance and Grants tab. Select Applications from the menu. Paper applications will not be accepted for the 2019-2020 school year.

The on-line application includes fields for signature Certifications from the EC Director/Coordinator, Finance Officer and Superintendent. The PSU representative completing the application will be submitting the names of the individuals in these positions, with the expectation that the EC Director/Coordinator has informed the Finance Officer and Superintendent of the student in need, application process, funding parameters of the grant, fiscal requirements associated with the grant funds, along with any other pertinent details prior to submitting the grant application. Each name field in the application is associated with specific certifications that the PSU agrees to by submitting the application and receiving any funds that are allotted if the application is approved. The PDF of the application included with this manual provides details of the certifications

The estimated amount of funds for reimbursement will be up to, but no more than, 50% of the total cost of the educational placement, minus per student ADM, state, and federal allotments. Reimbursement for OOD placement will be subject to availability of funds and may not exceed the amount set aside for this purpose. Funds may be applied toward the following expenses:

1. Educational and related services;
2. Residential; and
3. Extended school year (when it has been determined by the IEP Team that extended school year is required as part of the IEP).

When a PSU is preparing to hold an IEP meeting and an Out-of-District placement may be a component of the discussions, it is recommended that the PSU provide an informative courtesy call to the EC Division.

As the IEP team reviews the student's needs and makes the decision to place the student in a program that is outside of the PSU, the PSU must ensure the program meets mandates set forth by Individuals with Disabilities Education Act (IDEA) and North Carolina Policies Governing Students with Disabilities. There is a list of approved programs located on the EC Division webpage under the Policies tab. Select Non-public Schools/PRTFs from the menu. For additional questions, you may contact the Policy, Monitoring and Audit monitor for Non-public Schools.

When a private residential placement has been determined by the Individualized Education Program (IEP) team to be the most appropriate placement for a student with disabilities, in-state residential programs should be the first consideration for placement. The PSU should exhaust all possible in-state residential placements before placing a student out of state. All children placed in alternative school settings are entitled to the same rights and procedural safeguards as provided to those children whose IEPs are implemented in the PSU. These rights and protections include provisions that link their IEP goals and objectives to the general education curriculum, establish measures of performance and outcomes consistent with those established for their nondisabled peers and require their participation in the same general state and district-wide assessments (or alternate assessments) as nondisabled students.

Applying for OOD Funds: The on-line application must be submitted for children placed in an out-of-district placement no later than **thirty (30) calendar days** after the placement has occurred.

- Applications received later than thirty (30) calendar days after placement may not be considered, or they may be funded only from the date of receipt of a complete application package. If unavoidable or unforeseen delays are encountered in submission of applications, the request for an extension of the deadline must be made in writing via e-mail to specialgrants@dpi.nc.gov. The request for an extension will be reviewed by appropriate EC Division staff.

Applications must have the following items in place to be processed. See Instructions for submission details.

1. Applicant student must have a current IEP in ECATS. EC Division personnel will be reviewing the IEP to verify services requested. If additional information is needed, the PSU will be contacted.
2. A signed copy of the contract. Contracts should cover the placing PSU's approved school year and specify days for extended school year services if applicable (reminder, from a fiscal point of view, ESY occurs at the beginning of a fiscal year (July-August). For children placed in another PSU, contracts should specify which PSU will receive average daily membership (ADM), federal (December 1 child count), and state (April 1 child count) allotments for the current school year. The PSU is to also provide a copy of the Purchase Order associated with the contract.
3. The school calendar from the out-of-district unit where the student will receive educational services (not the PSU calendar).
4. Within the application, special education and related services costs **must be computed individually**, based on the services listed in each student's IEP; therefore, the total cost for each student will vary. The computation for residential and extended school year should also be done individually. Authorized expenditures include:
 - Educational services, special education teachers and teacher assistants;
 - Related services (such as audiology, occupational and physical therapy, speech, etc.);
 - Adapted physical education;
 - Residential cost (residential cost applies to public and private in-state and out-of-state residential placements) and
 - Extended school year, if applicable

Notification of Approval will be provided via a memo to the PSU Exceptional Children Program Director/Coordinator. Approved services listed on the memo will be associated with the application requests. Reimbursement is based on actual cost of educational and related services for the placing PSU's approved school year of service. This information is to be reported at the time the reimbursement request is submitted, after all services have been provided and all invoices have been paid.

Denial of Request: If an application is denied, or partially denied, the PSU will be notified via a memo indicating the reason for denial to the Director of the Exceptional Children Programs.

Withdrawals or changes in services: The Exceptional Children Division must be notified of any change in the student's status, eligible required services, or withdrawal of student, no later than **ten calendar days** after the student has withdrawn or is no longer requiring educational and related services. The on-line application also serves as the means for reporting withdrawals and changes.

Making an Official Reimbursement Request: The OOD billing period is for one school year; the reimbursement request should be submitted via the online form, *Out-of-District Placement Reimbursement Invoice*, on or before May 15th of that school year. However, when that is not possible, invoices received after this date will be paid during the next fiscal year. The reimbursement is paid as a direct pay to the PSU from federal

funds; due to the fiscal calendar of federal funds, funding for the reimbursement may not be available until the second or third fiscal quarter.

- Invoice billing periods for educational services must be computed on a daily basis. Daily costs will be reimbursed based on the placing PSU's approved school year. Invoices should indicate the number of days the student was served.

Along with the submission of the on-line reimbursement invoice, the PSU must submit to the Exceptional Children Division the following documents per the instructions included in this manual.

- Copies of the completed/fulfilled contract purchase order(s).
- Copies of invoices showing services provided, dates of the services, and amounts billed.
- Copies of canceled check(s) or other proof of payment showing the actual cost of services; these must align with the invoices, and services must align with the contract.

After the request is received, it will be reviewed and approved before going to the Division of Financial and Business Services for payment.

- ADM, state, and federal per child allotments the PSU received during the 2019-2020 fiscal year will be deducted by the Exceptional Children Division. These are funds the PSU received for applying toward payment of the student's educational and related services.

Other Details:

ADM and State Exceptional Children and Federal [IDEA 2004 (Part B)] allotments must be verified and used to pay for placement of each student. Allotment information in the application, contract, and invoice should coincide. Justification must be provided for discrepancies. PSUs will be credited as follows:

- If the student received the ADM in the unit of legal residence, that unit will be credited with receipt of ADM, state, and federal allotments unless otherwise verified.
- If the student is placed in a private or out-of-state school and received no ADM, the unit of legal residence will not be credited with receipt of ADM. The unit of legal residence will be credited with receipt of state and federal allotments unless otherwise verified.
- If the student is placed in another PSU, verification that the serving unit received the ADM is needed. The unit of legal residence will be credited with receipt of state and federal allotments unless otherwise verified.

ODD funds reimbursed through this program are provided as a direct pay to the PSU. The funds should be placed in the account from which the bills were paid. If local funds were used, then these funds may be used to replace them.

The priorities for use of available OOD funds, with Priority 1 students' services reimbursed prior to Priority 2, are as follows:

Priority 1: Special consideration will be given to students ages 3 through 21 served in private schools and continue in those placements (IEP documentation required) **and** students ages 3 through 21 placed for the first time in private schools (IEP documentation required).

Priority 2: Students placed in programs in other PSUs.

The records pertaining to OOD placement are subject to an audit both during and after the completion of the school year.

Reference II

Instructions for Completing an Out-of-District Grant Funds Application

The application is accessed via the EC Division website under the Finance and Grants tab. Select Applications.

When viewing the Out-of-District Grant Funds page, this manual, the on-line link to the application and reimbursement form are included. The completed application must be submitted within 30 days of a student's placement. Paper copies of will no longer be accepted.

A PDF of the application and reimbursement form is included at the end of this manual for reference. The PDF will help the user ensure the necessary information is on hand to successfully complete the forms.

The on-line forms will not allow the user to return to a previous page; therefore, it will be crucial to enter correct and complete data. If the application is incomplete or data is not correct when it is submitted, the application will not be considered received by the EC Division.

Printing the summary page after submission is recommended. Once the summary is closed, the PSU will no longer have access to the summary.

For each submission, a day and time stamp will be provided to the EC Division by the on-line application tool. Complete applications will be processed according to the day/time stamp.

Student eligibility will be verified by supporting documents in ECATS and other required information described in this manual. If additional information is needed, the PSU EC Director/Coordinator will be notified.

Submitting a copy of the out-of-district unit's calendar is part of the application process. It must be scanned saved using the following naming convention before sending it as an attachment via email to specialgrants@dpi.nc.gov. Use the same naming convention in the subject line of the email. When emailing the calendar, there is no need to password protect it.

PSUnumber_PSUsername_OOD_Calendar

The signed contract(s) and associated purchase order(s) between an out-of-district unit and PSU are to be emailed to specialgrants@dpi.nc.gov within 10 days of submitting the application. Since it is likely the student's name is included in the contract, the PSU will need to password protect it. Use the following naming convention when saving the scanned contract and purchase order. Use the same naming convention in the subject line of the email:

PSUnumber_PSUsername_OOD_Contract and PO

The PSU representative completing the application will be submitting the names of the EC Director, Finance Officer and Superintendent of the individuals in these positions, with the expectation that the EC Director/Coordinator has informed the Finance Officer and Superintendent of the student in need, application process, funding parameters of the grant, fiscal requirements associated with the grant funds, along with any other pertinent details prior to submitting the grant application. Each name field in the application is associated with specific certifications that the PSU agrees to by submitting the application and receiving any funds that are allotted if the application is approved. The PDF of the application included with this manual provides details of the certifications.

Reference III

Instructions for Completing a Public School Unit Out-of-District Reimbursement Invoice

The *Out-of-District Placement Reimbursement Invoice* is accessed via the EC Division website under the Finance and Grants tab. Select Applications. The invoice is to be completed by the EC Director and Finance Officer. The Finance Officer's name is entered before submitting as an assurance that the information is accurate and correct.

The OOD billing period is for one school year (July 1 to June 30); the reimbursement request should be submitted on or before May 15th of that school year. However, when that is not possible, invoices received after this date will be paid during the next fiscal year. Payment is not guaranteed and is made when funds are available.

Refer to the PDF included at the end of this manual for reference. The PDF will help the user ensure the necessary information is on hand to successfully complete the reimbursement invoice.

Within 10 days of submitting the on-line *Out-of-District Placement Reimbursement Invoice*, send via email to specialgrants@dpi.nc.gov, using the specified naming conventions, the following required documents for review of the reimbursement request. Documents containing student names will need to be password protected prior to submitting. Email is considered public record.

- Copies of the completed/fulfilled contract purchase order(s).

PSUnumber_PSUname_OOD_Fulfilled PO

- Copies of invoices showing services provided, dates of the services, and amounts billed, copies of canceled check(s) or other proof of payment showing the actual cost of services; these must align with the invoices.

PSUnumber_PSUname_OOD_Invoices-Payments

- If a contract has been amended, the amended contract and associated purchase order will also need to be submitted.

PSUnumber_PSUname_OOD_AmendedContract and PO

When EC Division personnel review the invoice and submitted documents, all invoices, payments and contractual amounts and approved contractual services must match. The reimbursement request will be denied if submitted information does not align.

PDF Sample of OOD Application and Withdrawal Form

Default Question Block

2019-2020 Application for Out-of-District Funds and Withdrawal Form

Must be submitted within 30 calendar days of the child's placement.

Questions:

Jamie Davis

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NCDPI-Exceptional Children Division

6356 Mail Service Center

Raleigh, NC 27699-6356

919.807.3367

jamie.davis@dpi.nc.gov

Region:

Public School Unit:

This student is:

Newly Added

Withdrawal

PowerSchool ID: **This number will be used to pull demographic information from the most current child count or from the ECATS system. Please ensure that the ID provided is correct.**

Date of Enrollment for the current school year:

Number of years child has participated in the Out-of-District grant?

Public School Unit (PSU) of Legal Residence:

Exit Reason:

W1 - Transfer

W2 - Early Leaver

W3 - Death

W4 - Early Completer/Mid year Grad

W6 - High School Graduate

Exit Date:

Public School Unit (PSU) that served student in the 2018-19 School Year:

Was the PSU in attendance for the IEP annual review to include placement?

Yes

No

Is this child eligible by age and residence to attend public school in North Carolina?

Yes

No

Written justification must be submitted for placing each child in a more restrictive environment or outside the LEA. This includes the steps taken to ensure that the child is educated in the LEA of legal residence and in the least restrictive environment prior to OOD placement. Provide a description of strategies and existing resources, including any State Operated Programs, the LEA has accessed or implemented. Include information regarding how the strategies and

resources were implemented, the type of data collected and how the data was used, and the outcome of each option. If the LEA considered but chose to not implement available options, describe why these were not used:

Out-of-District Placement Information

The PSU must ensure the program meets mandates set forth by Individuals with Disabilities Education Act (IDEA) and North Carolina Policies Governing Students with Disabilities. There is a list of approved programs located on the EC Division webpage under the Policies tab. Select Non-public Schools/PRTFs from the menu. For additional questions, you may contact the Policy, Monitoring and Audit monitor for Non-public Schools.

School Name:

School Address:

Contact Name:

Contact Title:

Contact phone:

This school is:

Non-public

Residential

Private and Residential

Day

The school is operated by (give name and address of governing body)

Public School Unit (PSU) receiving/generating ADM funds:

Public School Unit (PSU) EC State Child Count funds:

Public School Unit (PSU) EC Federal Child Count funds:

Is the child enrolled in ECATS in the PSU named above?

Yes

No

Is the child enrolled in PowerSchool in the PSU named above?

Yes

No

ESY and Enrollment

Start Date

End Date

	Start Date	End Date
Summer 2019 Extended School Year (if applicable)	<input type="text"/>	<input type="text"/>
2019-2020 School Year	<input type="text"/>	<input type="text"/>

Anticipated Costs - For services between July 1, 2019 and June 30, 2020

Extended School Year (if applicable) \$

Residential Services (if applicable) \$

Educational Services \$

Related Services \$

Other \$

Other \$

Total \$

Provide any addition comments or information not included previously (if any):

Certification

1. Verification of ADM, state child count, and federal child count funds is included in the contract if placement is in another local education agency.
2. The records pertaining to OOD placement may be audited both during and after completion of the school year.
3. The child is entitled by age and residence to attend the public schools in this LEA during the school year for which this application is made.
4. The child has special educational needs which cannot be met appropriately in a program operated by this local education agency.
5. All steps have been taken to ensure that the child is educated in the LEA of legal residence and the least restrictive environment.
6. An appropriate Individualized Education Program (IEP) has been developed for this child in cooperation with the parent, guardian or surrogate parent, and with the school or program to be attended.
7. The child has been and will be afforded all rights described in the State Board of Education's *Policies Governing Services for Children with Disabilities*, including the implementation and periodic review of the IEP.
8. All information in this application is accurate and complete.

I certify that the services requested in this application are needed to provide appropriate educational and related services for the child named in this application. I understand that the funds provided via the Out-of-District application, if approved, is a reimbursement of up to fifty percent (50%) of the costs for services in the Out-of-District Placement, minus ADM, state child count and federal child count funds.

Exceptional Children Program Director/Coordinator:

Finance Officer:

Superintendent:

PDF Sample of OOD Reimbursement Invoice

2019-2020 Out-of-District Placement Reimbursement Invoice

**2019-2020 Out-of-District Placement
Reimbursement Invoice
for approved services provided during the 2019-20
school year**

**Partial Invoices are not accepted - Invoices
submitted after May 15, 2020 will receive payment
in the 2020-21 fiscal year.**

Questions:

Jamie Davis

Administrative Assistant – Special Programs & Data

NCDPI-Exceptional Children Division

6356 Mail Service Center

Raleigh, NC 27699-6356

919.807.3367

jamie.davis@dpi.nc.gov

Region:

Public School Unit:

EC Director Name:

EC Director Phone:

Address:

Invoice is for educational and related services provided to:
PowerSchool ID: **This number will be used to pull demographic information from the most current child count or from the ECATS system. Please ensure that the ID provided is correct.**

Service Period:

	Start Date	End Date
Summer 2019 Extended School Year (if applicable)	<div></div>	<div></div>
2019-2020 School Year	<div></div>	<div></div>

Contract Unit Rate (per day) - For services between July 1, 2019 and June 30, 2020

Extended School Year (if applicable)	\$ <div>0</div>
Residential Services (if applicable)	\$ <div>0</div>
Educational Services	\$ <div>0</div>
Related Services	\$ <div>0</div>

Other	<input type="text"/>	\$ <input type="text" value="0"/>
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Other	<input type="text"/>	\$ <input type="text" value="0"/>
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Total		\$ <input type="text" value="0"/>
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Total Creditable Days (cumulative) - For services between July 1, 2019 and June 30, 2020

Total Days for all services	<input type="text" value="0"/>
-----------------------------	--------------------------------

Total	<input type="text" value="0"/>
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Actual Amount Billed to LEA - For services between July 1, 2019 and June 30, 2020

Extended School Year (if applicable)	\$ <input type="text" value="0"/>
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Residential Services (if applicable)	\$ <input type="text" value="0"/>
--------------------------------------	-----------------------------------

Educational Services	\$ <input type="text" value="0"/>
----------------------	-----------------------------------

Related Services	\$ <input type="text" value="0"/>
------------------	-----------------------------------

Other	<input type="text"/>	\$ <input type="text" value="0"/>
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Other \$

Total \$

Subtotal: \$ 0

Total (subtract A, B, and C from Subtotal)

Note: Reimbursement is estimated to be 50% of the Total

\$ 0

Signature of Finance Officer certifying that the above information is correct.